



OFFICE OF THE STATE AUDITOR

DIRECTOR DATA ANALYTICS BOSTON OFFICE

Posting Number 2017-62

SALARY RANGE (Grade16) CSA225: \$73,672.82- \$110,509.23 (Commensurate with experience)

GENERAL STATEMENT OF DUTIES

The Director of Data Analytics works with all OSA deputies and directors to provide senior leadership in the overall planning, organizing, and execution of all Data Analytic functions through the operation of a Data Analytics unit including directing all Data Analytics department operations to meet customer/staff needs as well as supporting and maintaining existing applications and development of new technical solutions and initiatives. The Director of Data Analytics is expected to lead the development of the vision for the OSA's continued growth in the use of Data Analytics across all units and will be supported by the OSA IT Unit.

SUPERVISION RECEIVED

Reports to the First Deputy Auditor/ Deputy Auditor for Audit Operations.

SUPERVISION EXERCISED

Provides direct supervision for all Data Analytics department staff. Additionally, the Director of Data Analytics oversees contractual staff on a project-related basis.

DUTIES AND RESPONSIBILITIES

- Set goals and objectives for the Data Analytics department that are consistent with OSA's overall strategy and strategically aligned to promote the success of the OSA's goals, mission, and vision.
- Plan, develop, and approve schedules, priorities, and standards for achieving Data Analytics initiatives.
- Plan, direct, prioritize, and supervise the work load of subordinate personnel.
- Analyze complex Data Analytics business needs presented by OSA staff and recommend technical solutions.
- Provide technical advice to the Auditor and Deputies regarding Data Analytics issues and strategies.
- Work with the Director of IT to collaborate with the Commonwealth's Information Technology Division (ITD) and other state agencies on technical projects and initiatives.
- Collaborate with OSA business units and other state agencies to identify Commonwealth data resources and prioritize them for acquisition by the OSA.
- Collaborate with OSA business units to identify opportunities for enhancement of OSA operations utilizing Data Analytics tools, resources and strategies.
- Collaborate with OSA business units to ensure full integration of data analytics into ongoing OSA operations, including the identification of roles and responsibilities for data analytics and business unit staff.
- Oversee and direct Data Analytics staff responses to requests from OSA business units for Data Analytics support.
- Oversee and direct Data Analytics staff use of Data Analytics tools and resources to proactively generate leads and other content for OSA business units.



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- Collaborate with the OSA's Chief Legal Counsel to ensure that Data Analytics department procurements are conducted according to the regulations and/or guidelines of the Commonwealth's Operational Services Division (OSD) and ITD.
- Collaborate with the OSA's Director of IT and determine how to maintain, enhance and procure OSA software resources used in Data Analytics operations.
- Serve on internal and external committees and task forces as required.
- Directs and prioritizes the work load of subordinate personnel, ensuring that Data Analytics operates on documented schedules that meet or exceed customer expectations.
- Evaluate Data Analytics program activities in order to determine progress and effectiveness and to make recommendations to OSA senior management concerning suggested changes as needed.
- Determining training needs for both data analytics staff and other staff as necessary and recommending and arranging for such training.
- Ensure that all data analytics staff adhere to all data usage policies and procedures

MINIMUM QUALIFICATIONS

A BS degree in computer science, management information systems or related academic discipline.

The successful candidate will also possess and/or demonstrate:

- Experience in managing multiple initiatives and projects.
- Experience in managing data analytic projects.
- Experience with utilizing Microsoft SQL Server and associated applications as data analytics tools.
- Experience with managing the delivery of data analytics content to business users.
- Experience with managing the development or deployment of data analytics tools.
- High level of both oral and written communications skills and proven ability to communicate technical concepts to technical and non-technical audiences.
- Demonstrated aptitude for learning new technologies.
- Strong interpersonal skills and a demonstrated ability to facilitate teambuilding

PREFERRED QUALIFICATIONS

Demonstrated experience and expertise in the following areas will also be important considerations:

- Experience with the Commonwealth's enterprise standards and processes.
- Experience and understanding of aligning technology resources with the organization's business goals.
- Demonstrated ability to build effective relationships across diverse internal and external groups.



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- High potential for strong and immediate contributions.

We require that all incumbents have the ability to operate a motor vehicle, possess a valid Massachusetts driver's license and that they maintain a safe driving record.

No Phone Calls Please:

To apply, please submit an electronic copy of a cover letter and resume, no later than **January 24, 2018** via the MassCareers website: [Click Here](#)

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